



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

July 24, 2009

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## TERMINATION OF UNCLASSIFIED EMPLOYEES

To mitigate the risk associated with the termination of unclassified employees, each Department Head, or delegate, will confer with their respective Deputy Chief Executive Officer, County Counsel, and the Department of Human Resources prior to terminating an unclassified employee.

If you have any questions or would like clarification of this practice, please contact Rocky A. Armfield, County Risk Manager, at (213) 351-5346.

WTF:ES  
RAA:SN:ds

c: All Deputy Chief Executive Officers

i:\RMB Secs\WTFM to All Dept Heads re Termination of Unclassified Employees 7-24-09(Final).doc

*"To Enrich Lives Through Effective And Caring Service"*

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